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## ***HR Handbook Update No. 2014 – 0002***

**Issue Date:** March 27, 2014

**To:** HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

**Subject:** State Civil Service Director's Policy  
Statement of Agreement and Understanding – Employment in a  
Non-Permanent Position

The Statement of Agreement and Understanding – Employment in a Non-Permanent Position form will now be required for all new Job Appointment, Classified WAE and Unclassified WAE appointments **effective April 1, 2014**.

This is to advise agencies that the following sections of the HR Handbook have been updated to reflect the requirement of the Statement of Agreement and Understanding – Employment in a Non-Permanent Position.

- Chapter 4 – Procedures – Policy Standards for Unclassified Authority
- Chapter 23 – Procedures – Policy Standards for Classified WAE Appointments
- Chapter 23 – Procedures – Policy Standards for Job Appointments
- Forms

**REASON FOR THE CHANGE:** This document helps to provide clarity and information to the employee upon the non-permanent appointment.

If you have any questions, please contact your Compensation Consultant at (225) 342-8083.

Sincerely,

Shannon S. Templett  
Director